## Received by NSD/FARA Registration Unit 03/26/2015 7:56:29 PM OMB No. 1124-0006; Expires April 30, 2017

U.S. Department of Justice

Washington, DC 20530

### Exhibit A to Registration Statement Pursuant to the Foreign Agents Registration Act of 1938, as amended

INSTRUCTIONS. Furnish this exhibit for EACH foreign principal listed in an initial statement and for EACH additional foreign principal acquired subsequently. The filing of this document requires the payment of a filing fee as set forth in Rule (d)(1), 28 C.F.R. § 5.5(d)(1). Compliance is accomplished by filing an electronic Exhibit A form at <a href="http://www.fara.gov">http://www.fara.gov</a>.

Privacy Act Statement. The filing of this document is required by the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 et seq., for the purposes of registration under the Act and public disclosure. Provision of the information requested is mandatory, and failure to provide this information is subject to the penalty and enforcement provisions established in Section 8 of the Act. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the Registration Unit in Washington, DC. Statements are also available online at the Registration Unit's webpage: <a href="http://www.fara.gov">http://www.fara.gov</a>. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public in print and online at: <a href="http://www.fara.gov">http://www.fara.gov</a>.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .49 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Counterespionage Section, National Security Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

| Name and Address of Registrant     Pillsbury Winthrop Shaw Pittman LLP     Four Embarcadero Center, 22nd Floor  | <u> </u>   | 2. Registration No. 5198 |
|---|--|--------------------------|
| San Francisco, CA 94111-5998  3. Name of Foreign Principal Royal Embassy of Saudi Arabia  | 4. Principal Address of Foreign Principa<br>601 New Hampshire Ave., NW<br>Washington, DC 20037 | <u>l</u>                 |
| 5. Indicate whether your foreign principal is one of the following Government of a foreign country 1  Foreign political party  Foreign or domestic organization: If either, check or Partnership  Corporation  Association  | ne of the following:<br>Committee<br>Voluntary group   |                          |
| <ul> <li>6. If the foreign principal is a foreign government, state:</li> <li>a) Branch or agency represented by the registrant</li> <li>Royal Embassy of Saudi Arabia</li> <li>b) Name and title of official with whom registrant dea</li> <li>Ambassador Adel A. Al-Jubeir</li> </ul> | als  |                          |
| <ul> <li>7. If the foreign principal is a foreign political party, state:</li> <li>a) Principal address N/A</li> <li>b) Name and title of official with whom registrant dec.</li> <li>c) Principal aim N/A</li> </ul>   | als N/A  | ·                        |

<sup>1 &</sup>quot;Government of a foreign country," as defined in Section 1(e) of the Act, includes any person or group of persons exercising sovereign de facto or de jure political jurisdiction over any country, other than the United States, or over any part of such country, and includes any subdivision of any such group and any group or agency to which such sovereign de facto or de jure authority or functions are directly or indirectly delegated. Such term shall include any faction or body of insurgents within a country assuming to exercise governmental authority whether such faction or body of insurgents has or has not been recognized by the United States.

|                       | ncipal is not a foreign governmen   |                                       | \$                               |  |
|-----------------------|---|---------------------------------------|----------------------------------|--|
|                       | e nature of the business or activi  | ity of this foreign principal.        |                                  |  |
| N/A                   |   |                                       |                                  |  |
|                       | •   | • • • • • • • • • • • • • • • • • • • |                                  |  |
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|                       |   |                                       | · ·                              |  |
|                       | oreign principal:   |                                       |                                  | ·  |
|                       | by a foreign government, foreig   | •                                     |                                  | Yes □ No □   |
| Owned by a            | a foreign government, foreign po  | olitical party, or other foreign      | ı principal                      | Yes ☐ No ☐   |
| Directed by           | a foreign government, foreign p   | political party, or other foreig      | gn principal                     | Yes 🗌 No 🗌   |
| Controlled            | by a foreign government, foreign  | n political party, or other fore      | eign principal                   | Yes □ No □   |
| Financed by           | y a foreign government, foreign   | political party, or other foreign     | gn principal                     | Yes □ No □   |
| Subsidized            | in part by a foreign government,  | foreign political party, or of        | her foreign principal            | Yes □ No □   |
|                       | in part of a foreign government,  | toroign ponnour party, or our         | war 101a.Bu hi marbar            | 100 110 110  |
| 9 Explain fully all i | tems answered "Yes" in Item 8(  | h) (If additional space is ne         | eded a full insert nage must he  | used)  |
| N/A                   |   | o). (2) waannonan apaace 10 ne        | ouea, a just vizzer page must be |  |
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| 10 If the fereign mi  | noinal is an organization and is  | not assend on controlled by a         | forming accomment forming to     | litical manter on other                            |
|                       | ncipal is an organization and is a l, state who owns and controls it                                    |                                       | loreign government, loreign po   | illical party or other                             |
| N/A                   | ,   | ,                                     |                                  |  |
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|                       |   | EXECUTION                             |                                  | <del>a in a in</del> |
|                       |   | EXECUTION                             |                                  |  |
| information set for   | th 28 U.S.C. § 1746, the undersite orth in this Exhibit A to the register entirety true and accurate to | stration statement and that he        | she is familiar with the content | nas read the<br>s thereof and that such            |
|                       |   |                                       |                                  | ·  |
| Date of Exhibit A     | Name and Title  |                                       | Signature                        |  |
| March 26, 2015        |   |                                       | /s/ Stephan E. Becker            | eSigned  |

## Received by NSD/FARA Registration Unit 03/26/2015 7:56:24 PM OMB No. 1124-0004; Expires April 30, 2017

U.S. Department of Justice

Washington, DC 20530

### Exhibit B to Registration Statement Pursuant to the Foreign Agents Registration Act of 1938, as amended

INSTRUCTIONS. A registrant must furnish as an Exhibit B copies of each written agreement and the terms and conditions of each oral agreement with his foreign principal, including all modifications of such agreements, or, where no contract exists, a full statement of all the circumstances by reason of which the registrant is acting as an agent of a foreign principal. Compliance is accomplished by filing an electronic Exhibit B form at http://www.fara.gov.

Privacy Act Statement. The filing of this document is required for the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 et seq., for the purposes of registration under the Act and public disclosure. Provision of the information requested is mandatory, and failure to provide the information is subject to the penalty and enforcement provisions established in Section 8 of the Act. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the Registration Unit in Washington, DC. Statements are also available online at the Registration Unit's webpage: <a href="http://www.fara.gov">http://www.fara.gov</a>. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public in print and online at: http://www.fara.gov.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Counterespionage Section, National Security Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

| 1. Na                               | ame of Registrant   | 2. Registration No.  |  |  |  |  |
|-------------------------------------|---|--|--|--|--|--|
| Pillsbury Winthrop Shaw Pittman LLP |   | 5198   |  |  |  |  |
| 3. Na                               | ume of Foreign Principal  | <u> </u>   |  |  |  |  |
| Roy                                 | al Embassy of Saudi Arabia  |  |  |  |  |  |
|                                     | Check App   | propriate Box:   |  |  |  |  |
| 4. ⊠                                | The agreement between the registrant and the above-name checked, attach a copy of the contract to this exhibit. | ed foreign principal is a formal written contract. If this box is  |  |  |  |  |
| 5. 🗆                                | foreign principal has resulted from an exchange of corresp  | and the foreign principal. The agreement with the above-named condence. If this box is checked, attach a copy of all pertinent which has been adopted by reference in such correspondence.                   |  |  |  |  |
| 6. 🔲                                | contract nor an exchange of correspondence between the p  | d the foreign principal is the result of neither a formal written parties. If this box is checked, give a complete description below of unding, its duration, the fees and expenses, if any, to be received. |  |  |  |  |
| 7 De                                | scribe fully the nature and method of performance of the ab   | nove indicated agreement or understanding  |  |  |  |  |

The Registrant will provide legislative advice, as well as public policy representation before the Executive Branch and the Legislative Branch of the U.S. government. Attached is a copy of the agreement with the foreign principal. We are awaiting a countersigned copy.

## Received by NSD/FARA Registration Unit 03/26/2015 7:56:24 PM

| 8. | Describe fully the ac  | tivities the  | registrant engag   | es in or propo  | ses to engage in  | on behalf of the ab   | ove foreign princip  | al.          |
|----|--|---------------|--------------------|-----------------|-------------------|-----------------------|----------------------|--------------|
|    | The Registrant will p<br>Legislative Branch o                            |               |                    | as well as pub  | olic policy repre | sentation before th   | e Executive Branch   | and the      |
|    |  | •             | N Company          | •               |                   | •                     |                      | * .          |
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| 9. | Will the activities on   | behalf of the | he above foreign   | n principal inc | lude political ac | tivities as defined i | n Section 1(o) of th | e Act and in |
|    | the footnote below?  | Yes 🗵         | No 🗀               |                 |                   |                       |                      |              |
|    | If yes, describe all su<br>together with the me<br>The Registrant will p | ans to be er  | mployed to achie   | eve this purpo  | se.               |                       | •                    |              |
|    | Legislative Branch o   |               |                    | •               | •                 |                       |                      |              |
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|    |  | ·             |                    | EXE             | CUTION            |                       |                      |              |
| i  | n accordance with 28 nformation set forth incontents are in their en     | this Exhib    | oit B to the regis | tration statem  | ent and that he/s | she is familiar with  |                      |              |
|    | •  | ·             |                    |                 |                   | •                     | •                    |              |

Date of Exhibit B Name and Title Signature

March 26, 2015 Stephan E. Becker, Partner /s/ Stephan E. Becker eSigned

Footnote: "Political activity," as defined in Section 1(0) of the Act, means any activity which the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.



Pillsbury Winthrop Shaw Pittman LLP 1200 Seventeenth Street, NW | Washington, DC 20036 | tel 202.663.8000 | fax 202.663.8007

> Graham G. Wisner tel 202.663.8808 graham wisner@pillsburylaw.com

> Laurence E. Harris tel 202.663.8982 laurence.harris@pillsburylaw.com

March 18, 2015

Ambassador Adel A. Al-Jubeir Royal Embassy of Saudi Arabia 601 New Hampshire Avenue, NW Washington, DC 20037

Dear Mr. Ambassador:

This letter confirms that the Embassy of the Kingdom of Saudi Arabia has engaged Pillsbury Winthrop Shaw Pittman LLP to advise and represent you in the matter described below and provides the terms and conditions of our engagement.

1. Scope of Engagement and Fees. You have asked us to represent you in connection with general public policy and legislative advice. The Embassy will be billed \$15,000 per month under this engagement excluding expenses.

Our billing policies and procedures, rates, charges for disbursements, and other standard terms of engagement are provided in the Addendum to this letter.

- 2. <u>Identity of the Client</u>. Unless agreed otherwise in writing, Royal Embassy of Saudi Arabia will be our sole client in this engagement. You understand that we will not be representing any of your affiliated or constituent individuals or entities, such as any parent or subsidiary companies, directors, officers, founders, managers, general or limited partners, employees, members, or shareholders.
- 3. <u>Pillsbury Marketing</u>. You agree that we may list you as a client in our marketing materials and note the general nature of the matters where we have represented you. We will of course preserve any confidential information obtained during the course of our engagement.

www.pillsburylaw.com

Ambassador Adel A. Al-Jubeir The Royal Embassy of Saudi Arabia March 18, 2015 Page 2

4. Advance Conflicts Waiver. Pillsbury is an international law firm that represents many different clients with diverse interests. Many of our clients conduct business or compete with one another. Our website, www.pillsburylaw.com, describes the types of clients we represent, the locations where we practice, and the matters we typically handle.

In the future, we may be asked to represent a party in a transaction or a dispute that is adverse or potentially adverse to you, where that transaction or dispute is unrelated to the matter involved in this engagement. Under the rules of professional conduct for lawyers in many of the jurisdictions where we practice, we may be precluded from representing a current or new client in a matter adverse or potentially adverse to you, even though that matter is unrelated to this engagement for you, unless we have specific agreement from you in advance that we may do so.

Your signature of this letter confirms that you understand and agree that we may take on such unrelated matters and that you waive any conflicts that such a future representation might present to the extent such consent and waiver may be required under applicable laws. We will preserve at all times your confidences under applicable rules of professional conduct and this advance waiver does not affect that obligation.

You also acknowledge, by signing this letter, that you have had the opportunity to consult with other counsel about the consequences of granting this advance waiver and that we recommended that you do so.

5. <u>Termination or Withdrawal</u>. Unless otherwise agreed in writing, this engagement will terminate if no services are provided by us for a six-month period, except where we are awaiting an action or decision by a court, tribunal or agency, or specific actions are necessary to complete the engagement that extend beyond the 6-month period.

You may terminate this representation at any time, with or without cause, by providing written notice to us. In the event of such termination, you agree to pay for our time and expenses incurred in your behalf in copying and transferring files to other legal counsel.

We have the right to withdraw from representation of you subject to applicable rules of professional conduct. Before withdrawing we will discuss with you any steps necessary to protect your interests in any ongoing matter including transfer to other legal counsel.

Ambassador Adel A. Al-Jubeir The Royal Embassy of Saudi Arabia March 18, 2015 Page 3

The termination or withdrawal of this engagement will not affect your responsibility to pay for services rendered and charges incurred on your behalf.

6. Arbitration of Disputes. If you disagree with the amount of our fees or other charges, or if you have any concerns about our work for you, please bring that to our attention as soon as possible. In the event any dispute between us arising from or relating to our work cannot be resolved informally, we both agree to forego the right to trial by jury and to resolve any disputes between us, or any disputes you have with any of our lawyers or staff, including but not limited to disputes over fees and charges, exclusively through private and confidential binding arbitration before the American Arbitration Association. The arbitration will be governed by the rules for complex commercial disputes, conducted before one neutral arbitrator for any dispute where the claim is less than \$300,000 or before three neutral arbitrators for any larger dispute, and the arbitrator or arbitrators will be authorized to award any damages or relief that a court of law having jurisdiction over the dispute could award. You acknowledge by signing this letter that you have had the opportunity to consult with other counsel about the consequences of agreeing to binding arbitration and that we recommended that you do so.

To the extent that New York rules would apply to a dispute between us that cannot be readily resolved, you may have the right to request non-binding arbitration in New York City under Part 137 of the Rules of the Chief Administrator of the Office of Court Administration of the New York State Unified Court System or under applicable bar association procedures. By signing this engagement letter, you expressly waive that right and agree to binding private arbitration as provided above.

- 7. Internal Communications. There may be instances where our lawyers and staff find it useful to communicate about their professional obligations with inside or outside counsel for our firm. For example, we may need to determine if a new representation of another client would present a conflict of interest because of our work for you, and if so, the form of waiver required. Another example is where a dispute occurs between you and our firm. You agree that if our lawyers or staff have communications with our inside or outside legal counsel about our work for you, we have your consent to do so, and such communications will be deemed confidential and protected by our firm's attorney-client privilege. Our representation of you shall not waive such privilege and you agree that we will not be obligated to disclose such privileged communications.
- 8. Additional Engagements. If you request and we agree that our firm undertake additional engagements for you, or represent any of your affiliates, we will do so on the terms and conditions set forth in this letter unless otherwise mutually agreed in writing.

www.pillsburylaw.com

Ambassador Adel A. Al-Jubeir The Royal Embassy of Saudi Arabia March 18, 2015 Page 4

9. Review and execution. Please review this letter carefully and let us know if you have any questions. If these terms are acceptable, please sign and return the enclosed copy, keeping a copy for your files.

We are pleased to have this opportunity to be of service and we look forward to working with you on the engagement.

| Very truly yours,                   |
|-------------------------------------|
| Jany Harris                         |
|                                     |
| Laurence E. Harris                  |
| Pillsbury Winthrop Shaw Pittman LLP |
| Man Allen                           |
| Graham G. Wisner                    |
| Pillsbury Winthrop Shaw Pittman LLP |
| Thisbury which op onew Thingen Der  |
| •                                   |
| Enclosure: ADDENDUM                 |
| Accepted and agreed to:             |
|                                     |
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| Ву                                  |
| Name:                               |
| Title:                              |
|                                     |

Dated:

# ADDENDUM BILLING AND FILES POLICIES AND PROCEDURES

1. Our Billing Policies and Procedures. The Embassy will be billed a retainer of \$15,000 per month. Expenses will be billed separately.

The timely payment of our statements is important to us and a critical part of our engagement. If a bill is not paid within 35 days following the date of the statement, you agree that interest on the full amount thereof at the rate of 1% per month will also be due. Interest will commence to run on the 35<sup>th</sup> day following the date of our statement for all unpaid amounts. Payment of interest does not waive or limit our rights to withdraw from representation for failure to make timely payment of statements when due.

- 2. <u>Estimates of Fees and Expenses</u>. Any estimates of anticipated fees that we provide at your request, whether for budgeting purposes or otherwise, are only an approximation of what the actual fees will be. Unless we have otherwise agreed in writing, any such estimate is not a maximum or minimum fee quotation, and our fees will be determined based on actual hours incurred as provided above.
- 3. Retainer. We have agreed that you will provide a retainer of \$15,000 before we commence work on this engagement. In our discretion, we may hold the retainer until the end of the engagement, or apply it (or portions of it) to a billing statement or statements in the course of the engagement. If all or any part of the retainer is so applied, you agree promptly to replenish the retainer to the full original amount. Upon completion or termination of the engagement, any amount of the retainer remaining after deduction of any fees and other charges which then remain unpaid will be promptly returned to you.

In addition, should it become necessary for us to expand the scope of our services, we may require an additional retainer payment. We may also require an additional retainer in advance of a major activity such as a substantial trial, or a merger or acquisition, that is likely to generate substantial work in a compressed time.

Payment for a retainer should be sent by separate check or wire clearly marked as "retainer" and should not include any other payment. Funds received that are not marked as "retainer" or that are transferred into our operating account will be considered payments against invoiced amounts.

4. <u>Disbursements</u>. In the course of our engagement we will use our normal support systems. In addition to our fees for legal services, we will charge separately for certain costs, expense disbursements and taxes, as applicable. A list of our standard charges that may be incurred during the course of the engagement is set forth below.

#### DISBURSEMENT/EXPENSE\*

#### CLIENT CHARGE BASIS

#### Computer

Litigation Support (Data hosting charges)

\$30/GB/mo. - Monthly hosting charge

Computer Research (LexisNexis and Westlaw), etc.

Charged based on standard vendor rates per search, less a discount of 30% on Westlaw and LexisNexis searches, plus the hourly rate of the person conducting the search.

Trademark Search Fees (Database via CD-ROM)

\$30 per search, plus update fees and the standard hourly rate of the person conducting the research.

#### Document Processing

\$60/hr. - Basic (Simple creation and editing, basic PowerPoint, Excel and Acrobat services) \$75/hr. - Standard (Forensics and troubleshooting, advanced PowerPoint, Excel and Acrobat services) \$90/hr. - Premium (Graphic design; S1s; non-standard programs; financial tables)

### Document Preparation

Convenience Copies, Printing, Scanning

\$0.19 per page - Black and white

\$0.44 per page - Color

Copy Center Reproduction and Printing (Photocopies,

scans, images, etc.)

\$0.15 per page (for jobs under 3,500 counts) \$0.10 per page (for jobs of 3,500 counts or more)

Oversized Copies

\$0.75 per page

Color Copies

\$0.40 per page (for jobs under 3,500 counts) \$0.35 per page (for jobs of 3,500 counts or more)

Document Binding (Briefs, formal presentation

documents, etc.)

\$1.25 per binding

CD Burn

\$5.00 per burn

DVD Burn

\$7.50 per burn

Bates Stamping/Labels

\$0.03 per label

Tabs

\$0.20 per tab

Slip Sheets

\$0.05 per page

Litigation Preparation (Copying, scanning, etc).

\$0.10 per page (light) \$0.12 per page (medium)

\$0.15 per page (heavy) \$0.19 per page (glass work)

All other expenses incurred and paid for by the firm on behalf of clients, including express courier service, court services, catering, equipment rental, 3rd party conference calls, cell phone expenses, etc. are charged at cost. Disbursements for large vendor invoices (over \$2500) will be forwarded directly to the client for

payment. Alternatively, if the client prefers to have the firm pay the vendor for large invoices and include the disbursement on the next client bill, the firm will do so if the vendor agrees to defer payment of their invoice until the client pays the firm.

For matters involving patent work, we do not handle the payment of maintenance fees or annuities on granted United States or foreign patents. If you do not already have an arrangement for handling these payments, we suggest you consider engaging Computer Patent Annuities ("CPA") or another similar vendor to handle monitoring and payment of your annuities. CPA, which has no affiliation us, presently handles approximately 1,000,000 renewal payments each year and has relationships with patent and trademark offices in every country in the world. Of course, you can attend to these payments yourself rather than use of a vendor, but we recommend against doing so. Please inform us as soon as possible which vendor you currently use or plan to engage for payment of maintenance fees and annuities on granted patents.

5. Communications, Files and Subpoenas. In working on the engagement, we will preserve communications and documents in either hard-copy or electronic form, depending on the circumstances, as reasonably necessary to represent you. As described below, some of these files belong to you ("Client Files") and some belong to us. The Client Files consist of those electronic and hard-copy documents that are kept in the central file that we maintain for each client matter. That file contains what we consider to be the important records for the representation. All other documents not in the Client File will belong to us. Among other things, the Client File will not contain our administrative documents or drafts of documents or memoranda that we may prepare but do not transmit to you.

In the event we are required to respond to a subpoena or other formal request for records or other information relating to our services for you, including testimony at a deposition, we will consult you before responding to determine if you want to supply the information demanded and/or assert the attorney-client or other privilege that may apply. You agree to reimburse us for the time and expense for responding to such demands, including, without limitation, the time and expense for searching, locating, reviewing and copying responsive information, appearing at depositions or hearings, and litigating any issues raised at your request.

At the completion or termination of this engagement, you may request in writing the return or disposal of the Client Files. In order to collect and prepare the Client Files for delivery or disposal, we likely will need to spend time and incur expense. You agree to pay us at our regular rates for this time and pay any necessary disbursements. We will give you an estimate of our expected charges promptly after receipt of your written request for transfer or disposal of the files. In our discretion we may make and keep a copy of any Client Files being returned or disposed of at our expense.

If you do not request return of the Client Files, we will maintain them for a period of five (5) years, after which time you agree that we may dispose of them in a confidential manner. Prior to disposal of the Client Files, we will advise you in writing, at the last known address in our files, of our intent to do so in order to give you an opportunity to request the materials. We may dispose of our own files at any time without notice to you.

Please also note that if electronic communications are sent or received by you on a computer or other device that may be accessed by third-parties, the privilege protection that such communications with us might otherwise be afforded may be lost. We therefore strongly

encourage you not to use such a device when communicating with us. Please also note that our records may be accessed electronically by all our offices and that we may store records using "cloud computing."

6. <u>Non-legal Services</u>. Because we are a law firm, we provide only legal services. In the engagement we will not provide any investment, insurance, accounting or technical advice, make business decisions, or investigate the character or credit of those with whom you may be dealing.